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User's Executive Committee
September 15, 2010
11:00am

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Discussion Items

1. Review of User Meeting
   Survey responses & discussion
   Improvements for 2011

2. Selecting 2011 meeting dates
   Options from Jim DeYoreo

3. UEC Election
   a. Deadline dates
      i. Nominations (see below)
      ii. Voting time
      iii. Announcement

   b. Voting schedule

   c. Volunteers for Chairperson 2011

Dear Colleagues:

The Molecular Foundry (TMF) User Executive Committee (UEC) is seeking new members. The UEC provides a voice to the TMF User community and an organized framework for communication with TMF management and other DOE Nanoscale Science Research Centers. The UEC organizes the yearly TMF Users' Meeting and advises the TMF Director on matters of concern to Users. In 2011 the UEC will undertake the important task of interacting with Foundry scientific staff, developing bylaws and organizing the 2011 Users' Meeting among other activities.

If you are a current or past User, have submitted a proposal (even if it has not been accepted), or are registered on the TMF database, you are eligible to serve. Terms of the UEC council are up to 3 years in duration. If you are interested, please submit a short bio and brief statement of nomination. Self-nominations will be accepted, and we urge you to consider sending us nominations for GSRA's and Industry Users as well. All nominations will be reviewed by the current UEC committee.

The nomination deadline is November 19, 2010.

Please submit all nominations to foundry@lbl.gov

Thank you.

TMF UEC

Discussion Items

1. Registration status
   Speakers v. attendees v. vendors

2. Update on poster awards
   Voting
   Coordinating winners
   Who will announce

3. Session Chairs am & pm

4. Email letter to speakers
   Content
   Information to include
   Time of talk
   Request they also submit a poster

5. Email to workshop hosts
   Hosts & speakers all registered?
   Does everyone have a laptop to use in their workshop (ex. Auditorium)
   Room set up the day prior

6. Title for Nate Lewis

7. Vendor updates – who has been contacted?

8. Town Hall topics

9. User Survey options & questions

10.   General Discussion & last minute planning